Annex no. 1

to The OTM-R POLICY - OPEN TRANSPARENT MERIT-BASED RECRUITMENT

**Assistant professor in the group of researchers and teaching staff**

**Institute of General and Ecological Chemistry, Faculty of Chemistry**

Lodz University of Technology is one of the finest universities of technology in Poland. Its tradition and experience in training professionals and conducting research date back 80 years. It is an attractive partner for business. It cooperates with the largest national and international corporations. It conducts research of a European standard, develops new technologies and creates innovation in collaboration with the leading research centers all over the world. One of the pillars of Lodz University of Technology management is equal treatment of staff regardless of their gender, age, race or other demographic and social characteristics. In 2016, TUL was the first technical university in Poland to receive the HR Excellence in Research award certifying that the University adheres to the principles of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers.

1. The requirements to be met by the candidate (detailed description of the knowledge, qualifications, skills, and professional experience).

• Ph.D. in the field of Exact and Natural Sciences in the discipline of Chemical Sciences and professional title of engineer;

• minimum 2 years of experience in laboratory work for scientific and research projects;

• documented scientific achievements in the field of combined chemical and biotechnological conversion of biopolymer waste;

• documented experience in working in scientific and research projects with industrial partners;

• experience in preparing scientific reports and publications in English, confirmed by at least 5 scientific articles in journals published in journals indexed on the Thomson Reuters JCR list and/or the "List of scientific journals and peer-reviewed materials from international conferences" published by the Minister of Science and Higher Education;

• cooperation with foreign centres confirmed by publications;

• documented scientific achievements in the form of at least 5 oral communications at national and international conferences;

• knowledge of sugar production technology from sugar beets and conversion of sugar waste in chemical-biological processes;

• knowledge of SEM-EDS, FTIR-ATR, Raman, XRD,ICP-OES research techniques;

• experience in working with separation techniques, including HPLC and GC-FID, GC-TCD and GC-MS;

• experience in conducting didactic classes;

• fluent knowledge of Polish in speech and writing necessary to conduct research, teaching and organizational activities, good knowledge of English to the extent that allows independent preparation of scientific publications and conducting didactics;

• proficient use of Microsoft and Origin programs;

• experience in organizational work and promotion of the University and Faculty;

• ability to independently plan and organize experimental work;

• ability to work in a team;

• strong motivation and passion for conducting scientific research;

1. Specification of the terms and conditions of employment and authority associated with the position.

• full-time employment contract;

• expected start date: 15/03/2025.

1. Description of the expected responsibilities and duties.

• conducting research in the chemical sciences discipline and participating in the dissemination of research results;

• conducting didactic classes in Polish in fields related to the chemical sciences discipline at the first and second cycle of studies;

• participating in organizational work for the University and the unit;

• establishing short- and long-term research goals, data analysis, preparing reports on research implementation.

4. List of the required documents:

1) Application for employment to the Rector of Lodz University of Technology;

2) Personal questionnaire for the person applying for employment at Lodz University of Technology, constituting appendix no. 1.1 to the "OTM-R POLICY – OPEN TRANSPARENT SUBSTANTIVE RECRUITMENT PROCESS";

3) Clause on personal data protection, constituting appendix no. 1.2 to the "OTM-R POLICY – OPEN TRANSPARENT SUBSTANTIVE RECRUITMENT PROCESS";

4) Consent to the processing of personal data, constituting appendix no. 1.3 to the "OTM-R POLICY – OPEN TRANSPARENT SUBSTANTIVE RECRUITMENT PROCESS";

5) Copies/certified copies of diplomas;

6) Other documents confirming qualifications held

5. the place, manner, and deadline for submitting the documents (as well as information concerning their return);

Documents should be sent electronically to the e-mail address aneta.weglinska@p.lodz.pl by **1st of March 2025**.

All required documents/attachments should be sent in the form of PDF files (the total size of attached files should not exceed 10 MB).

6. contact person and postal and e-mail addresses to which documents or scans thereof may be forwarded;

Contact person details - additional information about the competition is provided by Aneta Węglińska: aneta.weglinska@p.lodz.pl.

7. the expected date of the announcement of the decision.

Estimated date of competition results: **7th of March 2025**.

Annex no. 1.1

to The OTM-R POLICY - OPEN TRANSPARENT MERIT-BASED RECRUITMENT

**PERSONAL INFORMATION FORM FOR APPLICANTS FOR EMPLOYMENT AT LODZ UNIVERSITY OF TECHNOLOGY**

1. First name(s) and family name …………………………………………………………………………
2. Date of birth ………………………………………………………………………………………………
3. Contact details ……………………………………………………………………………………………
4. Education (where required for specific duties or jobs) ………………………………………………

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(name of school and graduation date)

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(occupation, specialisation, degree, professional title, academic title)

1. Professional qualifications (where required for specific duties or jobs) ……………………………

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(courses, postgraduate education, other forms of further development of knowledge and skills)

1. Employment history (where required for specific duties or jobs) …………………………………..

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(employment periods and jobs held at previous employers')

1. Additional personal information, where the right or the duty to disclose it exists under specific

regulations ………………………………………………………………………………………..............

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(place and date) (signature of the applicant)

Annex no. 1.2

to The OTM-R POLICY - OPEN TRANSPARENT MERIT-BASED RECRUITMENT

**Data Privacy Statement for job candidates**

1. The administrator of your data processed as part of the recruitment process is Lodz University of Technology (address: 90-924 Lodz, 116 Żeromskiego St., phone: +48 42 631 29 29), represented by the Rector as the employer.
2. At the Lodz University of Technology you can contact the Data Protection Officer at: iod@adm.p.lodz.pl, phone: +48 42 631 20 39.
3. Lodz University of Technology will process your personal data to the extent indicated in the labor legislation for the purpose of the current recruitment procedure (Article 6(1)(b) of the GDPR), while other data, including contact data, on the basis of consent (Article 6(1)(a) of the GDPR), which may be revoked at any time.
4. Lodz University of Technology will process your personal data, also in subsequent recruitment of employees, if you give your consent (Article 6(1)(a) GDPR), which may be revoked at any time.
5. If the documents include data referred to in Article 9(1) of the GDPR, your consent to their processing will be required (Article 9(2)(a) of the GDPR), which may be revoked at any time. (Article 22 of the Labor Code and §1 of the Regulation of the Minister of Family, Labor and Social Policy of December 10, 2018 on employee records).
6. Personal data will be disclosed to persons acting under the authority of the controller and having access to personal data, processing them only on the instructions of the controller, unless required by European Union or Member State law.
7. Your data collected in the current recruitment process will be stored until the end of the recruitment process. In the case of your consent to the use of personal data for future recruitment, your data will be used until the end of the calendar year in which the recruitment process for which your application was submitted ended.
8. You have the right to:
9. the right to access your data and to receive a copy of it;
10. the right to rectify (correct) your personal data;
11. the right to restrict the processing of your personal data;
12. the right to delete your personal data;
13. the right to lodge a complaint with the President of the Personal Data Protection Office (to the address of the Personal Data Protection Office: 2 Stawki St., 00 - 193 Warsaw)

Information on data requirement: Your submitting personal data to the extent of Article 221 of the Labor Code is necessary to participate in the recruitment procedure. Your provision of other data is voluntary.

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 (date and signature of the candidate)

Annex no. 1.3

to The OTM-R POLICY – OPEN TRANSPARENT MERIT-BASED RECRUITMENT

**Consent of the candidate to the processing of personal data**

**(pursuant to Article 7 GDPR)**

I consent to the processing of my personal data by Lodz University of Technology, the Controller of the data included in the following documents that I have submitted:

………………………………………………………………………………………………………………….

………………………………………………………………………………………………………………….

for the purpose of recruitment/employment\*.

I hereby declare that I have been informed of the right to withdraw my consent at any time, effective as of the date of submission of the withdrawal of consent.

The Controller (or an authorised representative) has also informed me that the withdrawal of consent does not affect the lawfulness of the processing performed on the basis of the said consent prior to its withdrawal.

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 (date and signature of the candidate)

\* delete as appropriate